

Friday, November 07, 2003

Leesburg Public Library's Computer Class Descriptions

Basic Microsoft Word:

Learn how to design a letter using basic mouse skills; how to set margins; how to select font and size; how to correct a mistake; and how to print the final product.

How to use the on-line catalog and place a hold:

This class will assist you in finding materials using the Lake County Library System on-line catalog. The class will give you an understanding of the basic tools of the on-line catalog, searching, selecting items and placing a reserve on an item.

Basic Internet:

This class will present a brief history of the Internet, what browsers are, the tool bar search engines, and simple searching.

What do I read next?

This course will cover the general content of the database and provide effective search strategies and techniques about authors and genre for multiple types of searching to assist you in finding the perfect book.

Novelist:

Want to find out some background information on the author that wrote your favorite story? This workshop will provide a general introduction to the contents of this database as well as examples for search strategies. A good companion to "What do I read next?"

General Business:

Do you need to find company information or trends in business? Maybe you need a list of businesses in a particular industry or geographic area. Would finding articles and reports from peer reviewed journals assist in your work or studies?

Infotrac:

Are you searching for information on a wide variety of popular topics, current events, sports, literature, art, hobbies? Infotrac is the database for you.

Literature Resource Center Database:

Are you interested in literature; its history, criticism and the life and experience of the author that penned a particular work? This short introduction to the database will generally cover its contents and suggest search strategies for effective use of this multifaceted research tool.

OCLC:

This is a comprehensive worldwide database to find books and articles for your research.

Reference center database:

General interest database that integrates a variety of sources in one easy-to-use interface. Use this database to find articles from newspapers, reference books and periodicals, many with full-text and images.

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Biography Resource Center:

This database combines award-winning biographies and includes full-text articles on hundreds of periodicals. Search for people based on one or more personal facts.

Health databases:

Would medical and health information be of value to you? Finding articles, definitions, directories, and more on fitness, prescription drugs, pregnancy, & nutrition is as easy as attending the workshop on this database.

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